

NEWYORK-PRESBYTERIAN QUEENS
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES

**TITLE: NON-PROMOTION, NON-RENEWAL, SUSPENSION, AND/OR
DISMISSAL**

(1) Non Promotion and/or Non-Renewal

A Clinical Service Chief and/or the Program Director may elect not to promote or renew a graduate staff member's agreement ("Agreement") upon its expiration for an additional term. The Program Director shall make a reasonable effort to render his/her decision to renew or not to promote or renew at least four months prior to the end of the Agreement term. If the primary reason(s) for the non-renewal or non-promotion occurs within the four months prior to the end of the agreement, the Program Director must provide the resident with as much written notice of the intent not to renew or not to promote as circumstances will reasonably allow, prior to the end of the agreement. The Graduate Medical Education Office must be notified in writing prior to the delivery of the non-promotion or non-renewal notification. Within 1 week of a decision not to promote or renew, the Program Director shall provide, by hand delivery, email, or certified mail, written notice to the resident, including the reason(s) therefore, as soon as reasonably practicable under the circumstances.

The graduate staff member may file a grievance on the non-renewal decision in accordance with the Grievance and Due Process Policy and Procedure.

(2) Suspension

If, in the judgment of the Program Director or Clinical Service Chief, a resident/fellow is impaired and his/her performance is such that the safety of patients is threatened, the resident/fellow may be suspended immediately pending further review. In such cases, the Designated Institutional Officer (DIO) should be notified prior to the suspension if possible, or, if this is not possible, on the next regular business day following the suspension. Written confirmation of the suspension and planned review shall be given to the resident/fellow as promptly as possible.

A graduate staff member may file a grievance on the imposition of a suspension in accordance with the Grievance and Due Process Policy and Procedure.

(3) Dismissal

If dismissal of a resident/fellow has been made on the basis of professional misconduct or impairment in spite of rehabilitation or counseling, or breach of the Graduate Staff Agreement, remediation will be waived and dismissal shall be immediate. In such cases, the

DIO should be notified prior to the dismissal if possible, or, if this is not possible, on the next regular business day following the suspension. Written confirmation of the dismissal shall be given to the resident/fellow as promptly as possible.

A graduate staff member may file a grievance on the imposition of a dismissal dismissal in accordance with the Grievance and Due Process Policy and Procedure.

(4) Notification of Human Resources

In cases of non-renewal, suspension or dismissal, Human Resources shall be notified prior to the action, if possible, or, if this is not possible, on the next regular business day following the action.

(5) Reduction or Closure

If this decision is made because of a reduction or closure, then the GME Policy on Residency Reductions/Closures shall apply.

Cynthia X Pan, M.D.
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Chair, Graduate Medical Education Committee

Approved by GME Committee on 1/20/2021